Sent to ·

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MEMORANDUM FOR: Designated Officers Interested in
Establishing a Training Course for CS
Name Checkers

SUBJECT: Proposed Syllabus for the Biographic
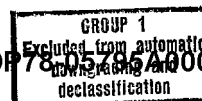Investigators Course

1. REQUEST FOR YOUR ASSISTANCE

You will recall that several months ago a committee of
OTR, RID, CI, and SG representatives met to discuss the setting
up of a training course for CS name checkers. I was given the
job of drawing up a tentative curriculum. Attached herewith is a
proposed syllabus, prepared by me as a working draft in a format
to facilitate your making suggestions, revisions, critical comments,
etc. I solicit your help in this regard. Please, insert your comments,
ideas, and recommendations on your copy and try to return it to
me by 1 July 1964. I will then consolidate these items into a
single report for submission to the Committee for study which
will be followed by a Committee meeting to finalize the curriculum.
There are obvious shortcomings in the attached proposal which
are a result of my own lack of knowledge and on which I hope you
will bring your own expertise to bear. Suggestions for instruction
are welcomed but don't bother about number of hours on any topic.

2. BLOCKS OF INSTRUCTION

a. The attached draft proposes that there be blocks of
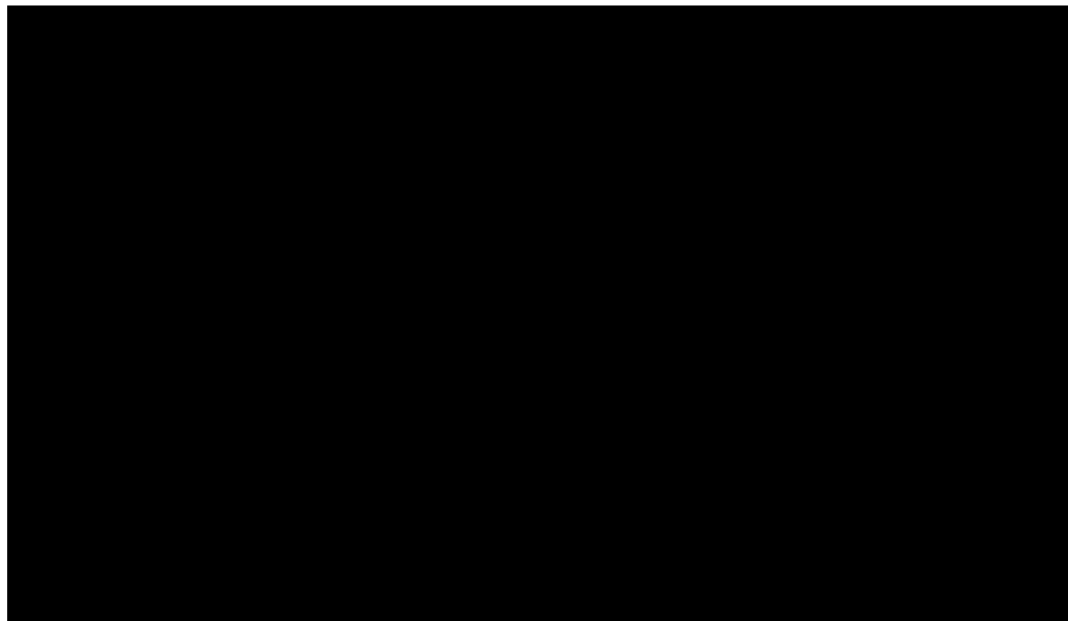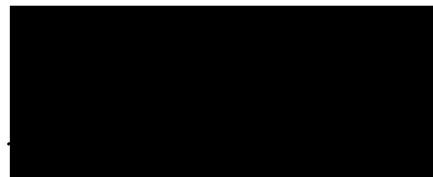instruction on the following topics:

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b. You might critically review the order of presentation
of the above. It occurs to me that there might be some merit
in presenting Block VII before Blocks V and VI, for instance.

3. PRACTICAL EXERCISE

You will note that I am not advocating the running of live
name checks by the students as a practical exercise in the course.
I feel that the problem of time, control, and management prohibits
such. However, I am suggesting the use of a live problem but
completely controlled. All of the name check steps would be
performed by the students, and the instructor would, in effect,
act as RID providing the students with index card reproductions,
document service, etc. Your suggestions with regard to once
live but now dead cases which might be used, reading materials,
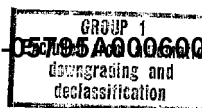and the like are solicited.

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CI/RMO

ROUTING AND RECORD SHEET

SUBJECT: (Optional)				

FROM: CI/PM ████ 25X1A9a		EXTENSION	NO.
			DATE 5 June 1964

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Chief, CI/ICG		8 JUN 1964	N	To 1 and 3: For your information: I have sent copies of the attached to the following for their review and comments and suggestions:
2.				████████████████
3. Chief, CI/RA			u	████████████████
4. CI/MRo	11 JUN 1964		MB	████████████████
5.			25X1A9a	████████████████
6.				
7. CI/RMO 2B00				I believe that we now can really see a course for OP name tracers on the books in a matter of a few months, since the response to the attached should allow the Committee to sit down and finalize a curriculum. The final submission, of course, will have CI Staff official approval.
8.				
9.				25X1A9a ████████
10.				
11.				CI/RoA comments attached.
12.				
13.				
14.				
15.				

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